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Abbreviations

CGSA: Chemistry Graduate Student Association

VP: Vice President

Vice President of Social: One of the five (5) Vice Presidents of the CGSA, with their duties outlined in Section 1.4.5 and 1.4.9.

Vice President of Policy and Records: One of the five (5) Vice Presidents of the CGSA, with their duties outlined in Section 1.4.6 and 1.4.9. During the Transition Period, they act as the Transition Officer.

Transition Officer: The Vice President of Policy and Records during the Transition Period. They are tasked with ensuring that the incoming Executive Council has the required information from the outgoing Executive Council.

Transition Period: The period where the incoming and outgoing Executive Council term overlap, as outlined in Section 2.1.1. The Transition Period is different for Executive Members and Executive Officers.

SOGS Student Representative: The representative of the General Members to SOGS and at SOGS Council meetings. The number of representatives that serve each year is determined by SOGS. Their duties are outlined in Section 1.4.7.

PSAC Local 610 Department TA Stewards: The representative of the Chemistry Department's TAs to PSAC Local 610 and at PSAC Local 610 meetings. The number of representatives that serve each year is determined by PSAC Local 610. Their duties are outlined in Section 1.4.8.

Election Season: The months/time where elections for the Executive Council positions are held. This season includes everything from when nominations are submitted to when the results of the elections are announced.

Voting Officer: The Vice President of Policy and Records or General Member who calls votes in place of the President shsresident shsresident shsresident ss(s)-3(F1 12 Tf1 0 0 1 350.59 322.37 Tm0 G{)JTJETC

Section 1

Constitution



1.1 Core Information and Mission Statement

1.1.1 Name

The official name of this group is the *Chemistry Graduate Student Association*, abbreviated to CGSA.

1.1.2 Logo

The official logo of the CGSA is shown below in **Figure 1**. The logo must be used in all official communications the CGSA publishes in any format including (but not limited to) emails, newsletters, event listings, and letters.



Figure 1: The official logo of the Chemistry Graduate Student Association designed by 2017-2018 Vice President of Communications.

1.1.3 Mission Statement

The CGSA aims to do the following for the General Members:

- Be a recognizable platform where they can express their needs and opinions.
- Be an advocate for the concerns and issues.
- Provide academic and social events and services.
- Represent them within the Chemistry Department and other University organizations.
- Recognize the importance of diversity for our student membership, provide equitable access to support, and promote initiatives that embrace equity, diversity, inclusion, and decolonization (EDI-D).

1.1.4 Land Acknowledgement

The CGSA acknowledges that Western University is located on the traditional lands of the Anishinaabek, Haudenosaunee, L naapéewak, and Chonnonton Nations, on lands connected with the London Township and Sombra Treaties of 1796 and the Dish with One Spoon Covenant Wampum. We respect the longstanding relationships that Indigenous Nations have to this land, as they are the original caretakers. We acknowledge both the historical and ongoing injustices that Indigenous Peoples endure in Canada, and we commit to a continued journey of listening, learning, and building meaningful relationships with Indigenous communities through our teaching, research, and community service.

1.2 Powers and Jurisdictions

1.2.1 Authority

The jurisdiction and powers assumed by the CGSA in this constitution and any amendments thereto arise from an autonomous, self-governing authority and does not require the approval of any authority other than that of the CGSA itself.

1.2.2 Bylaws and Policies

The Bylaws and Policies attached to this constitution came from the self-governing authority from within the constitution.

1.3 Membership

1.3.1 General Members

General Members are full-time and part-time students who have been enrolled in a graduate program offered by the Chemistry Department at the University of Western Ontario.

General Members do not have a position on the Executive Council, nor do they have Executive voting power. They can present their issues and concerns to the Executive Council by emailing the official CGSA email.

General Members can join the Executive Council following the election process in Section 2.1.

1.3.2 Executive Members

Executive Members are General Members who were nominated and elected to the position as outlined in Section 2.1. The Executive Members are part of the Executive Council.

No General Member can hold more than one (1) Executive Member position during their term unless a position is unfilled. In such a case, the Executive Members will either split the duties of the unfilled position amongst themselves or choose who will fill the role from amongst themselves, at the discretion of the Executive Council.

An Executive Member holds their position from September of the year they were elected to August of the following year, inclusive.

1.3.3 Executive Officers

Executive Officers are General Members who were nominated and elected to represent General Members as the SOGS Student Rep e000091ominated and

1.4 Duties of the Executive Council

1.4.1 President

The President shall complete the following duties during their term:

- Act as the liaison between the CGSA and groups, such as the Chemistry Graduate Program administrative staff, Department of Chemistry faculty, the Faculty of Science, and the Undergraduate Chemistry Club.
- Oversee the functioning of the Executive Council.
- Act as the liaison between Vice Presidents when many are responsible for the organization of an event or the completion of a task.
-

- Create resource documents that streamline information for General Members that relate to academics, such as

- Author, maintain, and submit a DOL as outlined in Section 2.2.

1.4.6 Vice President of Policy and Records

The Vice President of Policy and Records shall complete the following duties during their term:

- Ensure all CGSA actives adhere to the rules and regulations of the University of

- Serve as the liaison between the TAs of the Chemistry Department and the PSAC Local 610 Executive Officers.
- Complete the roles and responsibilities as stated by the PSAC Local 610 bylaws.
- Attend three (3) of the five (5) PSAC Local 610 meetings personally or by an alternate.

1.5 Amendments to the Constitution, Bylaws, and Policies

- 1.**



Section 2

Bylaws and Policies



2.

- Year (incoming, 1st, 2nd, 3rd, 4th, 5th).
 - If incoming, their start date.
- Supervisor's name.
- Field/Research interest.
- Their Presidential platform.

with the following formatting:

- No smaller than 12pt Times New Roman or an equal font.
-

2.1.5 Executive Officer Nomination Process

Call for nominations for Executive Officers occur via email by the President to all General Members. The Vice President of Policy and Records will be copied on the email.

Any General Member can nominate themselves for any Executive Officer role. If someone wants to nominate another person, the nominator must include proof that the nominee gives consent for the process to be completed on their behalf. A General Member can hold two (2) Executive Officer positions but only one (1) position as a SOGS Representative and one (1) position as a PSAC Local Steward at a time.

Nominees submit their name and the role they are applying for via email. No Nominee Highlight is needed.

The Executive Officer Nomination Period opens Mid-Late September at the discretion of the President. The Nomination Period is at least one (1) week. For Nomination Periods lasting more than one (1) week, an internal deadline of one (1) week following the submission of the first Nomination may be implemented – meaning if after one week there are fewer Nominations than positions, the received Nominations are automatically accepted without Election. The Election Period begins following the close of the Nomination Period, as outlined in Section 2.1.6. The election process must be complete, including the signing of official SOGS/PSAC forms, before the first SOGS Council Meeting on at the end of October.

2.1.6 Election Period

The Election Period is held after the Nomination Period ends, i.e. the second week of June for the Presidential Election, the second week of July for the Vice-Presidential Elections, and late September – early October for Executive Officer Elections. The Election Period will last at least an entire week (7 days).

The names of all nominees along with their Nominee Highlight, where applicable, shall be sent out to the General Members at the start of the Election Period by the outgoing President via the CGSA official email. Each General Member has one (1) vote per position, i.e. one (1) vote in the Presidential Election, five (5) votes in the Vice-Presidential Election, and the number of positions available in the Executive Officer Election. Votes are cast via email to the official CGSA email with the current Vice President of Policy and Records copied on the email. Votes are tallied by the President and the Vice President of Policy and Records and the General Members are informed of the results no longer than two (2) days after the Election Period ends.

If there is an unfilled position after the election period is over, unsuccessful nominees that indicated they would like to be considered for other positions during the Nomination Period will be considered for the role.

In the case where there are still unfilled positions and not enough nominees to fill them, the duties of that Vice President will be taken up or split between the Executive Members as outlined in Section 1.4.9.

2.1.7 Voting Officer

If the President cannot call the vote due to a conflict of interest, the Executive Council will hold a vote to pass the duty either to the Vice President of Policy and Records or a neutral third-party. The vote must pass with a two-thirds (2/3) majority.

If a third-party is selected, the Executive Council can nominate a General Member in good standing with CGSA. If more than one General Member is nominated, the Executive Council will hold a vote that must pass with a two-thirds (2/3) majority. The elected third-party will be referred to as the Voting Officer and will only be an active Executive Officer during the election period. The Voting Officer must have access the CSGA email to count the votes.

Election candidates cannot damage or question another election candidate's reputation during an election. Current Executive Members and Executive Councils will decide what this will constitute. An election candidate found guilty of damaging or questioning another election candidate's reputation can be removed from the current election process.

2.2 Decision and Operation Log (DOL)

2.2.1 What is a DOL

The Decision and Operation Log, abbreviated to DOL, is a document created by each position of the Executive Council that outlines what they did during their term. It must contain the decisions, reasoning, and other such information written out in a clear and concise manner. The DOL is to update the incoming Executive Council on past events and provide advice on how to effectively complete the Executive position.

The final draft must be completed and uploaded to the CGSA drive by the end of the Transition Period. The incoming Executive Council must review the DOL for their position and will be able to ask the outgoing Executive Members questions about the content and what they have done throughout their term during the Transition Period.

2.2.2 What is Included in the DOL

The DOL must include detail about what they did during their term on the Executive Council and their key motivations for completing tasks. It must be assumed that the DOL will be the only way for the incoming Executive Members (and all future Executive Members) to understand what and why events happened during their term. For each event, an overview should be given, including the strengths of the event and how it can be improved. Suggestions of events for the future Executive Member can be included. Major events that affected performing duties can be discussed, given they are not personal in nature, as outlined in Section 2.2.3.

Included in the DOL is a Year End Review, which is a chronological list outlining the events organized by the Executive Member throughout the year.

All DOLs must be written such that any Executive Member (or third party) can understand the content. If receipts, checks, images, etc. are produced during the Executive Member's time, these should be scanned and added into the document as appendices.

2.2.3 What Is Not Included In the DOL

The DOL is a professional document, and as such must not include the following:

- Personal information about the Executive Council or General Members.
- Redundant information.
- Information concerning another Vice-Presidential role, unless directly related.

Questions regarding what should or should not be included can be addressed to the Vice President of Policy and Records.

2.2.4 Format of the DOL

All DOLs must follow the general format below and must be submitted as a PDF document. The exact details can differ based on the position that the Executive Member held. The President can request the DOL be of a certain length or format depending on what has occurred during the term.

- No smaller than 12pt Times New Roman or an equal font.

- Footer with page numbers.
- Title Page, which includes:
 - Group Name and Logo.
 - Name of document, i.e. DOL or Decision and Operation Log.
 - Full name.
 - Executive Role.
 - Term start date – term end date.
- Year End Review:
 - Point-form list of events by date.
 - Includes dates that Executive Member started and ended their term.
- Body of the DOL:
 - Paragraph-based entries for details on events and suggestions for the future.
 - References to Appendix, when necessary.
 - Sign off with name, degree, supervisor's name and expected end date.
- Appendix, if necessary, to include addition information.
 - For example, receipts, cheques, and images.

